



DEPARTMENT OF THE NAVY
NAVAL MEDICAL CENTER
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2197

IN REPLY REFER TO:

NAVMEDCENPTSVAINST 1050.1F
0722
31 JAN 2003

NAVMEDCENPTSVA INSTRUCTION 1050.1F

Subj: LEAVE AND LIBERTY FOR MILITARY STAFF PERSONNEL

Ref: (a) U.S. Navy Regulations, Article 1118
(b) MILPERSMAN
(c) DOD 7000.14-R, Department of Defense Financial
Management Regulations, Volume 7A, Chapter 3
(d) SECNAVINST 1050.5C

1. Purpose. To publish information defining and promulgating leave and liberty procedures, per references (a) through (d), at Naval Medical Center (NAVMEDCEN).

2. Cancellation. NAVMEDCENPTSVAINST 1050.1E

3. Scope. This instruction applies to personnel assigned to the core medical center and component unit identification codes (UICs) only. Officers in Charge (OICs) of the outlying clinics will develop local procedures for leave and liberty in conjunction with their supporting Personnel Support Activity Detachments.

4. Definitions

a. Leave. Per Article 1050-010 of reference (b), leave is the authorized absence of an individual from a place of duty chargeable against their leave account per reference (d).

b. Liberty. Per Article 1050-010 of reference (b), liberty is the authorized absence of an individual from their place of duty not chargeable as leave. Refer to Article 1050-280 for exact definition of regular liberty, weekend liberty, and special liberty. Service line leaders and product line leaders can authorize liberty up to and including 72-hour and 4-day special liberty. Only the Commander can authorize a 96-hour special liberty. Service line leaders and product line leaders will ensure that sufficient personnel are onboard to provide adequate coverage when they authorize such absences. Extensions of liberty past 72 hours will be charged as leave.

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5. Policy

a. Leave

(1) Service line leaders and product line leaders will approve and coordinate leave periods within their respective service/product lines. Leave requests will normally be approved commensurate with staffing requirements, workload, and overall command requirements.

(2) Requests for leave by personnel pending court-martial, disciplinary or administrative separation action, or who have been placed on restriction must be routed via Legal Services and are subject to the provisions of reference (c) prior to approval.

(3) All personnel will meet readiness requirements prior to having regular leave approved. Leave will not normally be approved for personnel that are in an R-4 status.

(4) Prior to leave approval, supervisors will ensure all training requirements are met following command annual training requirements: Navy Rights and Responsibilities Update, Hazard Communication Standard, Joint Commission on Accreditation of Healthcare Organizations (JCAHO), Fire Safety, Occupational Safety and Health Act (OSHA), Tuberculosis Protection, Occupational Safety and Health Act (OSHA) Bloodborne Pathogen Training, Interim Life Safety Measures, and Computer Security. In addition, all medical and dental personnel will be current in their Basic Life Support Certification.

(5) Requests for leave in excess of 30 days will be considered on the merits of each individual case and require approval from the Deputy Commander. Justification for leave periods exceeding 30 days must accompany leave requests.

(6) Per Article 1050-100 of reference (b), members are cautioned that they must be in the immediate vicinity of their duty station, limited to the area between the primary duty station and the residence from which they commute daily to and from work, upon commencement and termination of leave.

(a) If leave commences prior to the expiration of the member's normal working hours, the day of departure is counted as a day of leave.

(b) If leave commences after the expiration of the member's normal working hours, the day of departure from the duty station is considered a day of duty and not charged as leave.

(c) If leave commences on a non-workday and leave ends on a non-workday, one of those days will be charged as a day of leave.

(d) If leave commences on a non-workday and ends on a workday, the non-workday will be charged as a day of leave.

(7) Residents. Residents may be granted up to 30 days leave per training year. This will include all holiday and emergency leave periods. The director may approve advance leave after careful consideration of the resident's training requirements and scheduled completion date.

(8) Interns. Interns may be granted up to 14 days annual leave during the intern year. This will include all holiday and emergency leave periods.

b. Liberty and Special Liberty

(1) Regular liberty is the routinely authorized absence from the end of a normal work shift to the beginning of the next regularly scheduled work shift.

(2) Special liberty is liberty granted outside of regular liberty periods for unusual reasons (e.g., emergencies, to exercise voting responsibilities of citizenship, for observance of major religious events, or for special recognition).

(3) Special liberty periods of 3 to 4 days are intended as compensation for unusually long working hours, members on ships in overhaul away from their homeport, or as recognition for exceptional performance.

(4) A 3-day special liberty is a liberty period designed to give a service member 3 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and expiring with the start of normal working hours on the 4th day (i.e., from Monday evening until Friday morning). A 4-day special liberty is a liberty period designed to give a service member 4 full days absence from work or duty, usually beginning at the end of normal working hours on a given day and

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expiring with the start of normal working hours on the fifth day, and including at least 2 consecutive non-work days (i.e., a 4-day special liberty is from Wednesday evening until Monday morning).

(5) Special liberty may not be combined with or taken in conjunction with leave or to extend scheduled leave periods.

6. Action

a. Requests for special liberty for more than half a day are to be submitted through the member's chain of command. It is the individual's responsibility to verify that they do not have duty during the requested special liberty period or that a stand-by (coverage) has been coordinated. Requests must be submitted at least 48 hours prior to commencement to avoid manning conflicts or personnel shortages. Approval of special liberty requests will not be taken for granted. It is the responsibility of the requesting individual to determine the status of their request prior to the commencement of special liberty.

b. Leave Processing Procedures. Leave requests will be submitted to the designated approving authority, via the chain of command and Watchbill Coordinator, if appropriate, using the Leave Request/Authorization Form (NAVCOMPT Form 3065). The following procedures apply:

(1) Service line leaders and product line leaders will establish procedures for the collection, maintenance, and delivery of their staff's leave requests to Military Personnel (MILPERS). This will include designating a primary and alternate representative, in writing, and providing these names to MILPERS. Leave Authorization Numbers (LANs) may be issued 60 days prior to the scheduled leave start date to facilitate advanced planning of staffing by all service/product lines.

(2) Approved leave request forms will be delivered to MILPERS by the work area representative for assignment of LANs. LANs will not be assigned if the Leave Request/Authorization Form is incomplete. LANs will not be given over the phone unless an approved form is faxed to MILPERS. The completed request form will be returned to the designated representative for delivery to the member. Personnel must have a LAN assigned prior to commencing leave. Failure to obtain the LAN may result in disciplinary action.

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c. Check-out Procedures for Leave

(1) At the date and time leave is to commence, the member must complete blocks 27a and 27b of the leave form, the hour and date of departure, and sign their own name in Block 27c.

(2) Enlisted personnel will surrender their meal passes to their Leading Petty Officer (LPO) or Leading Chief Petty Officer (LCPO) prior to departing on leave. The LPO/LCPO will document the surrender of the meal pass in Block 24 of the Leave Request/Authorization Form as follows: "ENTITLED TO GENERAL MESS MEALS EXCEPT DURING THE PERIOD OF LEAVE. MEAL PASS NO. ____." The LPO/LCPO is responsible for ensuring that retained meal passes are kept in a secure place and not compromised. The Leave Request/Authorization Form will serve as a temporary meal pass prior to checking out on leave. Personnel must ensure their meal pass number is on the Leave Request/Authorization Form in Block 21.

d. Check-In Procedures for Leave

(1) Upon return from leave, the member must fill in blocks 28a, 28b, and 28c on Part 1 (white copy) of the leave request and return it to their representative who will forward it to MILPERS within 5 working days of the member's return from leave. Members who do not return Part 1 will be charged the entire amount of leave requested. It is advisable to retain a copy of Part 1 in case of any Leave and Earning Statement (LES) discrepancies. The LPO/LCPO will return the member's meal pass upon receipt of the completed Part 1.

(2) All personnel must notify their service line leader or product line leader upon an early return from originally scheduled leave. The service line leader or product line leader must annotate Part 1 verifying an early return before it will be accepted by MILPERS. All variances in leave dates requested and leave dates taken will be investigated.

e. Emergency Leave Procedures

(1) During normal work hours, emergency leave requests will be verified and approved by the member's service line leader or product line leader, as appropriate. Red Cross verification is no longer required for family illness or death.

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Leave papers will be processed and a LAN will be obtained from the Quarterdeck. Contact the American Red Cross at 446-7700 for assistance if necessary.

(2) After normal work hours, the Officer of the Day (OOD) will verify and approve emergency leave with approval from the member's service line leader or product line leader. The Quarterdeck staff will prepare leave papers and issue a LAN. MILPERS will provide a block of LANs for the Quarterdeck to use for emergency leave. Once the assigned LANs are used, the Quarterdeck LCPO/LPO will contact MILPERS for issuing new LANs.

(3) Outside the Continental United States (OCONUS) Emergency Leave. It is imperative that the Travel Office, Building 250, be notified immediately so that funded Temporary Additional Duty (TAD) orders can be initiated. After normal work hours, the Quarterdeck will notify the TAD Desk Watch via pager. Funded TAD orders are authorized for any member whose legal home of record as documented in the service record is OCONUS.

f. Permanent Change of Station (PCS)/ Separation/ Retirement

(1) PCS Leave. Personnel transferring from this command on PCS orders will not be authorized regular leave within 30 days of their transfer date. Directors and service line leaders will monitor their personnel for compliance. Emergency leave requests will be handled on a case-by-case basis. Personnel will be granted the leave authorized in their transfer orders in addition to any authorized travel/proceed time.

(2) Separation Leave. Personnel separating from this command will not be authorized regular leave within 30 days of their separation date. Directors and service line leaders will monitor their personnel for compliance. Emergency leave requests will be handled on a case-by-case basis. Directors and service line leaders can approve separation leave requests up to, and including, 15 days. All separation leave requests in excess of 15 days must be forwarded with justification to the Deputy Commander for approval. Personnel will submit leave requests via their chain of command to MILPERS at least 30 days prior to the desired start date. Separation leave commences at the end of the normal workday and terminates at 2400 the date of

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discharge. Customer Service Desk (CSD), Portsmouth requires the 30-day timeframe in order to properly process a member's discharge paperwork and maintain pay procedures.

(3) Terminal Leave. Personnel retiring from this command will not be authorized regular leave within 30 days of their retirement date. Directors and service line leaders will monitor their personnel for compliance. Emergency leave requests will be handled on a case-by-case basis. Directors and service line leaders can approve terminal leave requests up to, and including, 45 days. All terminal leave requests in excess of 45 days must be forwarded with justification to the Deputy Commander for approval. Terminal leave commences at the end of the normal workday and terminates at 2400 the date of discharge. CSD Portsmouth requires the 30-day timeframe in order to properly process member's retirement paperwork and maintain pay procedures.

g. OCONUS Leave. Requests for regular leave to areas outside the continental United States must be submitted to MILPERS at least 30 days prior to the desired start date to allow for processing of any required messages for area clearance, and adequate response time.

h. Leave Extensions. Personnel requesting leave extensions must call their director or product line leader for approval. After normal working hours, personnel will contact the Quarterdeck to request a leave extension. The OOD will normally only grant a 1-day extension on a case-by-case basis. The OOD will contact the member's service line leader or product line leader to inform them of the extension.

i. Leave Cancellation. Personnel electing to cancel leave will do so prior to the leave commencement date via their chain of command. The original Part 1 must be returned to MILPERS to avoid being charged leave. Failure to do so will result in being charged that leave period.

j. Leave Correction Procedures. If personnel are charged for leave incorrectly, the member must have their chain of command submit a memo to MILPERS explaining the circumstances surrounding the issue. Once MILPERS receives this memo, the circumstances will be investigated (i.e., Part 1 not turned in, administrative error, etc.). The findings will be submitted to the Director for Administrative Support Services for approval or disapproval. If the findings prove it was dereliction of duty on the member's part, correction of leave may not be granted.

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k. Convalescent Leave Procedures

(1) The Fleet/Unit Liaison Team Leader or designee is delegated authority to approve convalescent leave requests for NAVMEDECEN Medical Hold personnel assigned to UIC 31654. This includes preparing the leave request and obtaining a LAN from Patient Admissions/Dispositions. NAVMEDECEN staff members will obtain approval from the service line leader or product line leader as appropriate. After normal work hours, the OOD will verify and approve convalescent leave. The OOD will contact the member's service line leader or product line leader to inform them of the convalescent leave. LANs will not be given over the phone for personnel going on convalescent leave.

(2) The member will be instructed to check out and check in as they would for regular leave. The member will also be directed to return Part 1 within 5 working days of their return to MILPERS via their directorate/service line representative. Failure to do so may result in disciplinary action.

m. Special Leave Accrual/Carryover. Personnel assigned to a designated deployable ship or mobile unit meeting the requirements defined in reference (d) may accumulate and carry over excess leave into the succeeding fiscal year. The authority to carry over leave in excess of 60 days is not applicable to personnel who lose leave through circumstances such as hospitalization, PCS orders, or intense training curricula. Guidelines to determine eligibility can be found in Article 1050-070 of reference (b).



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Distribution:

NAVMEDECENPTSVAINST 5215.1D (List B)